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Chief, Management Staff

23 February 1956

Chief, O&M Staff (DE/I and DE/S Areas)

Work Report, Week Ending 23 February 1956.

1. Project 5-71, Map Library Regulation [REDACTED]. A proposed regulation, which was prepared with the collaborative effort of ORR and the O&M Staff, has been submitted by the AD/RR to the Regulations Control Staff for formal coordination and publication as a CIA regulation. This regulation, when published, will set forth the Map Library support available to all elements of the Agency and a procedure for obtaining such support. Publication of this regulation should result in better utilization by the intelligence producing components of the Agency of the available Map Library support and facilitate obtaining this support.

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2. Project 6-25, Personnel Records Survey [REDACTED]. Records of the following offices have been surveyed: LO, FE, WH, Training, ORR, OBI and OO. The survey is continuing on the following offices, FI, ORR and [REDACTED].

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3. Project 6-16, Survey of Personnel Procedures [REDACTED].

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a. Action on Commo manpower control system suspended until Commo has completed the re-slotting of its personnel. This action is taking more than normal effort on the part of Commo because they are shifting to a new plan, making some basic organizational realignments, and attempting to correct all present mis-assignments.

b. Survey report on Personnel Assignment Division is being rewritten to conform to recent changes in T/O and functions.

c. Some time has been spent examining Personnel Office procedures which are related to the processing involved in the Commo installation.

4. Project 5-80, Review of Procedures, Printing Services Division [REDACTED]. Little change in status. The form used by the photography and printing operators to record daily operations has been rearranged to enable the IBM key punch operators to extract statistical data at a faster rate.

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5. Project 5-1a, Fiscal Division [REDACTED].

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a. The change-over from five to two payroll groups is proving its worth both in time saved and improved employee morale.

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b. At the Comptroller's staff meeting, 16 February, Mr. Row, FBI and Mr. Crossin, GAO explained the operation of the FBI payroll system and answered questions regarding both the payroll and IBM operations. Messrs. [REDACTED] attended the meeting and, later, Mr. [REDACTED] made a verbal request that the Management Staff assist in pursuing the subject further relative to possible adoption of certain operational changes and the possibility of justifying the use of the new #650 IBM Electronic Calculator.

6. Project 6-24, Survey of Separation Procedures [REDACTED]. After meetings with the Chief, Finance Division, Section Chiefs of the O&L Branch, Finance Division and representatives of the Audit Staff, it has been decided to attempt to isolate the problems by reviewing audit reports and actual case reports of the personnel who have been separated from the Agency owing money. Problems regarding property will be discussed with the property audit personnel of the Audit Staff. The general impression received is to the effect that most of the cases now being reviewed by the subcommittee of the Shortages and Losses Board are fairly old - one year or more. The Chief, Finance Division will attempt to locate a person to help Mr. [REDACTED] in the survey, but, to date, has been unsuccessful. Both the Deputy Chief, Audit Staff and the Chief, Finance Division expressed the opinion that the problem involving property is even more serious than that involving money, particularly in view of the fact that the procedures and records are more inadequate for property than for money.

7. Project 5-46, ELINT Study [REDACTED]. The ELINT Staff Officer has discussed the questions and objections posed by OSI and Cosmo to the proposed ELINT regulation with the DICI, and General Cabell has suggested that the ELINT Staff Officer approach the Chief, Management Staff for assistance in solving the problems.

8. Project 5-73, OSI Reorganization [REDACTED]. The Position Evaluation Division and Budget Division have forwarded their comments relative to the OSI reorganization and, upon receipt from the Asst. to the DD/I (Admin) of his comments relative to the questions we raised regarding the OSI Fundamental Sciences Area and to questionable positions, a memorandum will be prepared for the DD/E. Now that Mr. [REDACTED] has returned, these questions should be resolved quite promptly.

9. Project 6-20, Survey of Institute Files [REDACTED]. No change in status.

10. Project 5-62a, Survey of Industrial Register [REDACTED]. The survey of the Industrial Register was discussed with [REDACTED], Asst. to the IG who was inspecting IR. Comments have been received from the Chief, IR in answer to our written recommendations and a final report will be prepared as soon as possible.

11. Project 5-62, Study of all Registers, OCR [REDACTED]. Further action deferred pending completion of above project.

12. Project 5-72, Cartographic Support Regulation [REDACTED]. No change in status.

13. Project 6-21, Study of Agency Clipping Services Provided by OCH and DD/P. Unassigned.

14. Project 6-14, Study of Overtime Practices. No change in status.

15. MS-784, Office of Security Increase in Ceiling [REDACTED]. Mr. [REDACTED] of the Budget Division has stated that a reply will leave that Division today. 25X1A9a
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16. MS-790 and MS-792. In process.

17. Miscellaneous

The OCI Executive Officer has advised that the office is preparing a reorganization and T/O submittal to the DD/S and will be calling upon the O&M Staff for advice and assistance within a day or two.

[REDACTED] 25X1A9a